luminate
EDUCATION GROUP

Higher Education Academic Misconduct Policy 2026-2029

Applies to:	
Harrogate College	
Keighley College	
Leeds City College	
Leeds Conservatoire	
Leeds Sixth Form College / Pudsey Sixth Form College	
Luminate Group Services	
University Centre Leeds	X

CHANGE CONTROL

Version:	3	
Approval route		
Approval committee (ELT, SELT, Board)	**Date approved**	**Version**
HE Academic Board	October 23	3
HE Academic Board	September 2026	4
Name of author:	Higher Education Registry	
Name of responsible committee:	Higher Education	
Related policies: (list)	Academic Misconduct Process Turnitin Guide Assessment and Moderation Handbook Academic Appeals Policy Academic Appeals Process UC Leeds Academic Regulations	
Equality impact assessment completed	**Date:**	September 2026
	Assessment type **X Full** **☐ Part** **☐ Not required**	
Environmental Impact Assessment Completed	**Date:**	September 2026
	X Yes **☐ No** **☐ Not required**	
Policy will be communicated via:	Website, VLE	
Next review date:	August 2029	

Contents

1. POLICY STATEMENT 4
2. POLICY AIMS/OBJECTIVES 4
3. DETAILS OF THE SUBJECT MATTER 4
4. REVIEW 7

1. POLICY STATEMENT

University Centre Leeds is responsible for the academic standards and quality of the programmes it designs and delivers and is therefore accountable for:

- Designing, approving, monitoring and reviewing the assessment strategies for modules and awards wherever the learning takes place, ensuring that opportunities for plagiarism are minimised through use of a variety of assessment methods;
- Ensuring that students are effectively supported and prepared for assessment, including the development of academic integrity;
- The consistent implementation of rigorous assessment practices, which ensure that the academic/professional standard for each award element is set and maintained at the appropriate level, and that student performance is properly judged against this;
- Evaluating how academic standards are maintained through assessment practice that also encourages effective learning and a high-quality learning experience.
- Ensuring that External Examiner feedback is utilised effectively to inform future practice and enhancements to processes;

2. POLICY AIMS/OBJECTIVES

This policy applies to all University Centre Leeds Higher Education and Open University validated programmes, and makes clear the expectation regarding conduct in summative assessment, relating specifically to the various forms of Academic Misconduct defined within this policy. In short it refers to any attempt made by a student to gain an unfair advantage, whether intentional or unintentional, in summative assessments.

Its purpose is to ensure that students are acting with personal integrity, self-discipline and respect for others in their academic conduct and effectively developing and utilising academic skills commensurate with their level of study. The Academic Misconduct policy and its associated procedures are fully informed by the revised QAA Quality Code, in particular Advice and Guidance relating to Assessment, and should be read in conjunction with the University Centre Leeds and Open University Academic Regulations.

3. DETAILS OF THE SUBJECT MATTER

Policy	Higher Education Academic Misconduct Policy	Quality Code Ref
Definitions	**Academic Integrity** This refers to scholarship conducted in an open, honest and responsible manner. All scholarly activity builds upon the work of others and is subject to scrutiny and students are expected to show respect for the intellectual property of the people who have helped them to develop their own ideas by always attributing and acknowledging source material. **Poor Scholarship** Poor scholarship is characterised by limited or inadequate technical skills or adherence to academic conventions, whether through negligence or a lack of understanding and ability. Failure to properly attribute the work of others may be regarded as plagiarism and misuse of source material may be regarded as	Assessment Expectations for Quality 1 Core Practices 1 Guiding Principles 2, 9, 10

	falsification. **Re-use of Material** Work submitted for assessment must be a new, original piece of work produced specifically for the assignment. Any re-use or re-purposing of a student's own material must be clearly identified as such and show how ideas or concepts have been developed in the new work. **Academic Misconduct** Academic misconduct encompasses all kinds of academic dishonesty, whether deliberate or unintentional, which infringes the integrity of University Centre Leeds assessment procedures. The following are examples of academic misconduct: **Plagiarism** Is a form of cheating which involves presenting another person's ideas or expressions without acknowledging the source. This includes internet sources. Any work submitted for assessment must, unless collaborative work has been specifically permitted in the assignment guidelines, be the result of a permitted collaboration, any material, from whatever source, must be clearly acknowledged. **Collusion** Is a form of cheating which could relate to unauthorised collaboration with others or presenting work as their own which has been produced by another student. This includes the purchasing of work from a third party. **Fabrication/Falsification** This includes the tampering of official documentation, or fabrication of data or other such content. This includes the content of work submitted for assessment and any records or documentation associated with academic progress such as entry statements or qualifications, false claims for exemption or mitigation, or misrepresentation of a word count or contribution to a group assessment. **Research Misconduct** All research which contributes to the assessment of taught courses must be conducted in an ethical and responsible manner. This includes requirements to secure ethical approval prior to the commencement of primary research, the conduct of the research, the relationship and dealings with participants and proper handling of data. **Impersonation** Any student found to be assuming the identity of a third party, or where a student is impersonated by another person, in order to gain or enable access or advantage will be deemed guilty of impersonation. **Cheating in Examinations** Any breach of the examination procedure which compromises the integrity of the assessment will be	

	regarded as academic misconduct, regardless of whether any advantage was gained or there was any intention to do so. These principles apply equally to formal examinations and to all laboratory and class tests conducted under exam conditions. Contract Cheating Knowingly approaching an individual, group, or service to obtain or have assessments written on a paid or unpaid basis, then claiming it as original work. **Unethical Behaviour** Unacceptable practices surrounding confidentiality and data handling. **Theft of Materials** Using another person's assessed work, in whole or in part, without their permission **Artificial Intelligence (AI)** AI tools make use of other, human authors' ideas without referencing them, which, as things stand, is controversial in itself and considered by many to be a form of plagiarism. **Exceptional Cases** These are cases that do not easily fall into the categories listed and described above.	
Support for Students	All students will be provided with support to help them to develop appropriate academic skills. This includes, but is not limited to, the following: Taught sessions within the Professional Development module; Workshop sessions provided by Library staff; A range of materials provided via the VLE.	Assessment Expectations for Quality 1 Core Practices 1 Guiding Principles 9
Process	All suspected cases of Academic Misconduct will be reported to HEDO who will then check the course of action to be taken. HEDO will maintain a record of all instances of proven academic misconduct.	
Staff development and training	University Centre Leeds requires that all staff involved in the supporting, teaching and assessing of students are competent to undertake their roles and responsibilities. Assessors will be appropriately qualified, trained and meet the requirements of the awarding body and the revised Quality Assurance Quality Code.	
Equality and Diversity Statement	This policy will be implemented in accordance with the Luminate Policy on Valuing Diversity and with consideration of assessment guidelines set out by awarding bodies and where appropriate, the revised Quality Code.	Assessment Expectations for Quality 1 Core Practices 1 Guiding Principles 4
Regulatory requirements of awarding and professional bodies	University Centre Leeds requires that all staff are aware of and operate under the specific regulatory requirements of its awarding bodies and, where appropriate, professional bodies. University Centre Leeds has	

	developed appropriate internal policies and procedures that cover major requirements.	
Monitoring and Review	University Centre Leeds will regularly monitor and review this policy and its associated procedures to assess the effectiveness of its implementation and outcomes.	Monitoring and Evaluation EfS Common Practice
Appeals	Appeals against decisions should made in accordance with the Academic Appeals procedure, within 14 calendar days from the date of the Academic Misconduct Panel.	Concerns, Complaints and Appeals Core Practice Guiding Principles All
Related Documentation	Academic Misconduct Process Turnitin Guide Assessment and Moderation Handbook Academic Appeals Policy Academic Appeals Process University Centre Leeds Academic Regulations Validated Partners Academic Regulations	

4. REVIEW

Owner: Higher Education
Last review: August 2026
Next Review: August 2029